



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D. C. 20380

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MARINE CORPS ORDER P1900.16B Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: Marine Corps Separation and Retirement Manual
(Short Title: MARCORSEPMAN)

Encl: (1) New page inserts to the subject Manual

1. Purpose. To transmit new page inserts to the subject Manual.
2. Action. Remove and destroy present pages 11-1 through 11-37 and replace with pages 11-1 through 11-35 contained in enclosure (1) hereto.
3. Summary of Change
 - a. Change 2 incorporates revised instructions on the preparation and issue of the Certificate of Release or Discharge from Active Duty (DD FORM 214/5 Series).
 - b. The contents of enclosure (1) contains a substantial number of changes and should be completely reviewed.
 - c. The revised instructions are to be implemented in conjunction with receipt of new DD FORM 214/5 to be available on or about 1 October 1979.
4. Information. Projected availability of new DD FORMS in supply system is 1 October 1979. Requisition for new form should not be submitted prior to 1 October 1979. The below information is furnished to assist units in the requisition of new DD FORM Series from supply points:

<u>FORM NO:</u>	<u>STOCK NO:</u>	<u>UNIT OF ISSUE:</u>
DD FORM 214 ws (WORKSHEET)	Ø1Ø2-LF-ØØØ-2145	1ØØ sheets per pad 5 pads per package
DD FORM 214	Ø1Ø2-LF-ØØØ-214Ø	5Ø sets per package
DD FORM 215	Ø1Ø2-LF-ØØØ-2145	5Ø sets per package

5. Filing Instructions. This promulgation page shall be filed immediately following page 3 of the subject Manual.
6. Certification. Reviewed and approved this date.

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HQ SUPPORT DIVISION

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MARINE CORPS SEPARATION AND RETIREMENT MANUAL

CHAPTER 11

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214); CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214ws) (WORKSHEET) AND CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 215)

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CHAPTER 11

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214); CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 214ws) (WORKSHEET) AND CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD FORM 215)

11001. GENERAL

1. The DD Form 214ws (WORKSHEET), Certificate of Release or Discharge from Active Duty is a single sheet standard form provided to facilitate the separating activity's preparation of the Certificate of Release or Discharge from Active Duty (DD FORM 214). Utilization of the worksheet is not compulsory; if used, it may be destroyed or retained for not more than 6 months at the discretion of the separating activity. It is recommended, however, that the worksheet be utilized to implement followup procedures on any incomplete DD FORM 214 issued by the separating activity as required in subparagraph 11002.41.

2. The DD FORM 214 is a multicopy standard form designed to provide:

a. The Marine Corps and other division/departments within Department of Defense with a source of information relating to a Marine or former Marine for administration purposes and for making determinations of eligibility for enlistment/reenlistment or for appointment/reappointment.

b. The recipient with a brief, clear-cut record of their term of active duty with the Marine Corps at the time of transfer, release or discharge, and when they have certain changes in status or component while remaining on active duty.

c. Appropriate governmental agencies with an authoritative source of information which is required in the administration of Federal and State laws applying to Marines who have been discharged, otherwise released, or transferred to a Reserve component of the Marine Corps.

3. The DD FORM 215 is a multicopy standard form intended for:

a. Utilization by the separating activity to furnish information to the separatee on items which were not available when the DD FORM 214 was prepared and delivered to the separatee. It should be noted that the separating activity is responsible for furnishing the separatee with a DD FORM 215 on items of the DD FORM 214 which were not completed at time of separation and such action is to be accomplished without a request being initiated by the separated Marine, see subparagraph 11003.1b.

b. Utilization by the Commandant of the Marine Corps; Director, Marine Corps Reserve Forces Administrative Center (MCRFAC), Kansas City, Missouri and Marine Corps Liaison Officer, GSA National Personnel Records Center, St. Louis, Missouri to correct a completed DD FORM 214 after the separatee has received the DD FORM 214 and departed from the separation point and/or the copies of the form have been distributed. In this respect, see paragraph 11003, below.

11002. MARINE CORPS POLICY AND GUIDANCE ON THE ISSUE, PREPARATION AND DISTRIBUTION OF DD FORM 214 SERIES

1. The Marine Corps activity which effects separation of the Marine will assure that every Marine, excluding those listed in paragraph 11002.3, below, being separated from a period of active duty is given a completed DD Form 214 describing relevant data regarding their service and the circumstances of termination.

2. The DD Form 214 will be prepared and physically delivered to Marines upon:

a. Release from active service. Except as provided in paragraph 11002.3, below, a DD FORM 214 will be furnished to each Marine at the time of separation from a period of active duty with an Armed Force. This includes separation from a period of actual or apparent (de jure or de facto) service as well as release from an enlistment that is void by reason of minority.

b. Release from a period of active duty for training of 90 days or more. However, personnel being separated for physical disability and those who have been serving on an initial period of active duty for training under a Reserve special enlistment program will be furnished a DD FORM 214 regardless of the length of time actually served on active duty. See subparagraph 11002.5, item 18f.

c. Continuation of active duty when status or component changes for the following reasons:

(1) Discharge for immediate enlistment or reenlistment.

(2) Termination of enlisted status to accept a permanent appointment to warrant or commissioned officer grade.

(3) Termination of Reserve component status to integrate into a Regular component of the Armed Forces.

(4) Termination of temporary appointment to accept a permanent warrant or commissioned status in the Marine Corps or Marine Corps Reserve.

(5) Termination of an officer appointment in the Marine Corps to accept appointment in one of the other Armed Forces.

d. The DD FORM 214, once issued, will not be reissued except:

(1) When directed by appropriate appellate authority, Executive Order or by direction of the Secretary of the Navy.

(2) When it has been determined by the Commandant of the Marine Corps that the original DD FORM 214 cannot be properly corrected by issuance of a DD FORM 215 or if the correction would require issuance of more than two DD FORM 215's.

(3) When two DD FORM 215's have been issued and additional correction is required.

e. Whenever circumstances require the administrative issue or reissue of the DD FORM 214, an appropriate entry stating that fact and the date of such action will be recorded in item 18, Remarks, unless specifically denied by the authority referenced in subparagraph 11002.2d(1), above.

3. DD FORM 214 will not be furnished to:

a. Marines found physically disqualified upon reporting for active duty and who do not enter actively upon duties in accordance with orders.

b. Marines whose active duty, active duty for training or full-time training duty is terminated by death.

c. Marines released from a period of less than 90 days' active duty for training except as specified in subparagraph 11002.2b, above.

d. Enlisted Marines receiving temporary appointment to warrant or commissioned officer grade.

e. Marines who have temporary officer status terminated and remain on active duty (these Marines will receive a DD FORM 214 upon separation from enlisted status). However, temporary officers who revert to permanent enlisted status for purpose of transferring to the Fleet Marine Corps Reserve effective on the same date of reversion will be issued a DD FORM 214.

f. Marine officers dismissed from the service pursuant to sentence of general court-martial.

g. Marine officers dropped from the rolls in accordance with either Section 1161 or 6408 of Title 10, U. S. Code.

h. Personnel being removed from the Temporary Disability Retired List.

4. General Instructions

a. The original of the DD FORM 214 will be delivered to the Marine at the time of discharge or transfer is effected. In addition, copy number 4 of the DD FORM 214 will be delivered to the Marine being discharged, released or transferred to a Reserve component of the Marine Corps and who has initialed Block 30 of the DD FORM 214. If the effective date does not occur until completion of travel, the form will be delivered to the Marine prior to departure from the separation activity. As an exception to the above, when emergency conditions preclude physical delivery or when the Marine departs well in advance of normal departure time (e.g., leave in conjunction with retirement) the copy(ies) of the DD FORM 214 will be mailed to the Marine to arrive on the effective date of separation/transfer. The commander must ensure that if the separatee has initialed Block 30 that copy number 4 is physically delivered to the separatee prior to departure from the separation activity and that the remainder of DD FORM 214's, copies 2, 3 and 5 through 8, are distributed the day following the effective date of separation and that each copy is forwarded to the appropriate unit/organization as prescribed in subparagraph 11002.9. Failure on the part of separating activities to make prompt and correct distribution of each copy of the DD FORM 214 creates the following types of problems: it generates queries for separation information from Veterans' Administration, the Department of Labor, State employment service, lending institutions; it impedes the servicing of eligible and deserving former Marines who seek employment, financial assistance, or various veterans benefits authorized by State and Federal laws; and it prevents accomplishment of other required Marine Corps tasks in a timely and responsible manner. Other actions required include, but are not limited to: removal of officers from the lineal records; ensuring that Marines who are released from active duty or discharged/resigned are not considered for promotion; and retirement of HQMC Official Personnel Records to the National Personnel Center, St. Louis, Missouri.

b. Modification of completion instructions in two particular cases are as follows:

(1) In the case of a Marine who has appeared before a physical evaluation board and has been placed in "awaiting orders status" pending final action by the Secretary of the Navy on retention, retirement, or discharge for physical disability, take the following action:

(a) The activity responsible for administering the Marine's record will complete items 1 through 11, 13 through 16, 18 through 21 and item 30 if applicable, in accordance with the instructions in subparagraph 11002.5, below, prior to departure of the Marine from the activity.

(b) When retirement or discharge is directed by the Commandant of the Marine Corps, the remaining items will be completed and the forms distributed. The original and copy 4, if applicable, shall be mailed to the Marine to arrive on the effective date of separation.

(c) In the event the Marine is retained on active duty, the original and all copies of the form will be destroyed.

(2) In the case of Marines who are transferred to a Veterans' Administration hospital for further treatment pending final action on the report of a physical evaluation board, take the following action:

(a) The activity administering the Marine will complete items 1 through 11, 13 through 16, 18 through 21 and item 30, if applicable, prior to transfer from the naval hospital in which the Marine is hospitalized and will forward the form to the Marine Corps activity responsible for maintenance of service records while the Marine is a patient at the Veterans' Administration hospital.

(b) When retirement or discharge is directed by the Commandant of the Marine Corps, the remaining items will be completed and the forms distributed. The original and copy 4, if applicable, shall be mailed to the Marine to arrive on the effective date of separation.

c. DD Form 214 is accepted as an official record of the Marine's military service by the Veterans' Administration and the other agencies to which copies are furnished. Care, therefore, will be exercised in the preparation of the form to ensure that each page is completely legible. Prior to distribution, each copy of DD Form 214 will be checked for legibility and the Marine must sign each copy of the form.

d. Since the form will be read by civilians who may not be familiar with military terms, abbreviations will be avoided.

e. If more space is required for entering information, the entry may be continued utilizing item 18 of the form. If no detailed information is applicable for an entry, enter "None." When information for one or more of the data items on the DD Form 214 is not available and the document is issued to the separatee, the applicable block(s) will be annotated "See Remarks." In Remarks, item 18, a statement of explanation will be made regarding the incomplete item(s), i.e., "Information for items 11 and 14 not available at time of completion, a DD Form 215 will be issued when missing data becomes available." The same procedure applies on a release from a period of active duty for training of 90 days or more, or Marines being separated from the active duty training under a Reserve special enlistment program as specified in subparagraph 11002.2b.

f. The form contains spaces for all items deemed appropriate; therefore, no additional entries will be made unless specifically authorized by the Commandant of the Marine Corps.

g. All entries apply to the current period of active service except where specifically noted otherwise.

h. In the event that a DD Form 214 is lost or destroyed or requires alterations or corrections, the following will apply:

(1) Corrections or changes made during the preparation of the DD Form 214 will be neat and legible on all copies and initialed by the authenticating officer. Once the original and copy 4, if applicable, have been delivered to the separatee, no correction may be made to copies by the separating activity.

(2) The Marine to whom a DD Form 214 is issued will be cautioned not to make any changes or alterations to the form. To do so will render the form void. If an error is discovered by the separatee after receipt of the form and after departure from the separation activity, and/or distribution of copies of the form have been made, correction or change will be made by the Commandant of the Marine Corps on a DD Form 215 Correction to DD Form 214, Report of Separation From Active Duty. Requests for corrections to the form will be addressed to Commandant

of the Marine Corps (Code MSRB-10), Headquarters, U. S. Marine Corps, Washington, D.C., 20380, and should include the Marine's full name, grade and pay grade, social security number and effective date of separation. By specific instructions of the Commandant of the Marine Corps the Director, Marine Corps Reserve Forces Administrative Center (MCRFAC), Kansas City, Missouri has been granted permission to issue DD Form 215's when certain errors are detected on the DD Form 214 in service records forwarded to the MCRFAC for retention. Requests from the separatee for correction to the form will be addressed only to Headquarters, U. S. Marine Corps, Washington, D. C. 20380, even through the service record is being retained by the above activity.

(3) For replacement of lost or destroyed DD Form 214 submit request to the Commandant of the Marine Corps (Code MSRB-10).

i. Special Followup Procedures. Department of Defense instructions require that each item of the DD Form 214 be completed prior to delivery to the separatee. In cases where item(s) cannot be completed at the time of delivery, the separating activity must establish followup procedures to obtain the missing data and issue a DD Form 215 to the separatee at the earliest possible date. The importance of establishing these procedures can not be overstressed. Department of Defense policy requires the Marine Corps separating activity to issue a DD Form 215 to complete item(s) not available at time of separation without any request being generated by the separated Marine.

j. Forms Control. Blank copies of the DD Form 214 and DD Form 215 will be kept in the custody of the commander, who is responsible for their safekeeping, accountability, and proper issue. When an organization is disbanded, forms on hand will be returned to the local forms control point.

5. Detailed Preparation Instruction for DD Form 214 and DD Form 214-ws

Item

1. LAST NAME - FIRST NAME - MIDDLE NAME. Enter full name in order indicated, including "Jr.," "Sr.," "I," etc. Where there is no middle name or letter, nothing will be entered. If the Marine uses initials in lieu of a first or middle name, indicate by enclosing the initial or initials in quotation marks. Type last name in UPPERCASE letters.
2. DEPARTMENT, COMPONENT AND BRANCH. Enter component in which Marine was a member while on active duty followed by a hyphen and the component code as published in MCO P1080.20F, paragraph 1040. Examples: USMC-11, USMC-SS-13, FMCR-AL, USMCR(K4)-CC, etc.
3. SOCIAL SECURITY NUMBER. Deviation from established Marine Corps procedures is necessary in recording social security number on these forms. Enter the number in the same sequence as shown on the Marine's social security card, less hyphens, in the blocks provided. For example : "458 38 8870:"
- 4a. GRADE, RATE OR RANK. Enter the abbreviation for the grade in which separated.
- 4b. PAY GRADE. Self-explanatory.
5. DATE OF BIRTH. Enter date in year, month, and day order. Each element of the date will consist of two digits; single digits will be prefixed by a zero: For example, 7 November 1952 would be entered 521107. This instruction shall be used as a guide for recording dates required elsewhere on the DD Form 214 and DD Form 215.
6. PLACE OF ENTRY INTO ACTIVE SERVICE (City, State and ZIP Code). Self-explanatory.
7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND. Enter the last unit or similar element to which assigned for duty rather than the element of which a Marine

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was a part while moving to a separation point. The title and/or number of the organization will be recorded precisely as indicated in the service record. For this purpose, Marines who are joined by an organization for record or administrative purposes, i.e., hospitalization or medical reasons, administration of discipline, awaiting transportation or in transit from overseas units to the United States for separation are all considered as being in movement to a separation point. Therefore, a Marine could have been accounted for by a separating activity for an extended period of time while awaiting final disposition, however, if the Marine is never officially assigned to a T/O billet in the separating activity, the time spent at the separating activity could not be reflected as the last duty assignment.

8. STATION WHERE SEPARATED. Enter reporting unit title and the reporting unit code (RUC) number.
9. COMMAND TO WHICH TRANSFERRED. When a Marine resigns, is discharged or retires and there is no further obligated service to the Marine Corps or Marine Corps Reserve enter "N/A." For Marines who are released from active duty or transferred to the Marine Corps Reserve or Fleet Marine Corps Reserve enter the title and reporting unit code of the Reserve organization, e.g., "Marine Corps Reserve Forces Administrative Center (MCRFAC), Kansas City, Missouri" or the appropriate title and RUC of the Reserve organization transferred to. For Marines who immediately reenlist and are transferred to another organization, enter "Title and RUC of the organization." If a Marine is immediately reenlisted and retained by an organization, enter "Retained."
10. SGLI COVERAGE. Enter the amount or place an "X" in the box indicating no SGLI coverage.
11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY. (Additional specialty numbers and titles involving periods of 1 year or more.)
12. RECORD OF SERVICE:
 - a. DATE ENTERED ACTIVE DUTY THIS PERIOD. The date entered will be 6-digit numerical form by year, month and day.
 - b. SEPARATION DATE THIS PERIOD. The date entered will be in 6-digit numerical form by year, month and day.
 - c. NET ACTIVE SERVICE THIS PERIOD. Enter in years, months and days the net active service for this period. These figures represent total active service this period, less time lost as defined in current directives.
 - d. TOTAL PRIOR ACTIVE SERVICE. Enter in years, months and days, all prior active service. If the Marine has no prior active service enter zeros: "00 00 00."
 - e. TOTAL PRIOR INACTIVE SERVICE. Enter in years, months and days the total prior inactive service completed. If the Marine has no prior inactive service enter zeros: "00 00 00."
 - f. FOREIGN SERVICE. Enter in years, months and days, the time spent on foreign service during current active service period. If the Marine has no foreign service enter zeros: "00 00 00."
 - g. SEA SERVICE. Enter in years, months and days, the time spent on sea service during current active service period. Service performed outside the continental United States while on maneuvers will not be included in this item. If the Marine has no sea service enter zeros: "00 00 00."
 - h. EFFECTIVE DATE OF PAY GRADE. Enter the year, month and day of the effective date of promotion to the present pay grade (rate or rank).
 - i. RESERVE OBLIGATION TERMINATION DATE. Enter the year, month and day of the Reserve obligation termination.

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13. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED. Enter all decorations, medals, badges, commendations, citations, campaign ribbons awarded or authorized during current period of active duty, omitting authorities therefor. For campaign or expeditionary medals, include the area of operation. (Example: Vietnam, Dominican Republic.) If no decorations were awarded or authorized during the current period of active service, enter "None." In the case of separation or retirement all decorations, medals, badges, commendations, citations and campaign ribbons awarded or authorized during the entire length of service, including service in other branches of the Armed Forces, will be included.
14. MILITARY EDUCATION. To assist the separated member in employment placement and job counseling, formal inservice training courses successfully completed during the period covered by the form will be listed in this item. For example, medical and dental, electronics, supply, administrations, personnel, or heavy equipment operations. Training courses for combat skills will not be recorded.
15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VEAP. Self-explanatory.
16. HIGH SCHOOL GRADUATE OR EQUIVALENT. Self-explanatory.
17. DAYS ACCRUED LEAVE PAID. Entries for this item will be made as follows:
 - (1) If lump-sum settlement is paid for a certain number of days, enter the number of days showing regular leave balance and saved leave balance; e.g., RLB 21 SLB 10 or RLB 43 SLB 00.
 - (2) If no lump-sum leave settlement is due, enter the word "None."
 - (3) If a lump-sum leave settlement is due but has not yet been settled, enter the word "Due." A DD Form 215 will be issued by the separation activity when the number of days is known and settlement is made. See subparagraph 11002.4i.
18. REMARKS. Continue in this space items that cannot be completed within the space provided. In such cases cross references must be used to indicate the item being continued. (Example: 14 continued.) If additional space is required, enter the word "continued" in the last line of this space and complete the entries on a continuation sheet of bond paper.
 - a. For the purpose of reemployment rights, all extensions of service, except extensions to make good time lost (10 U. S. Code, 972), are considered to be at the request and for the convenience of the Government. In cases where extensions have been executed and served, item 18 will be annotated as follows: "Extension of service was at the request and for the convenience of the Government."
 - b. If information for any item(s) is not available when the form is prepared and delivered to the separatee, a remark will be entered in this item as follows: "Information for item(s) not available at time of completion, a DD Form 215 will be issued when missing information becomes available." See subparagraph 11002.4i for annotation instructions.
 - c. Comply with the current edition of MCO P7220.31 as pertains to the recording of Readjustment Pay, Contract Cancellation Pay and Allowances, Disability Severance Pay and Severance Pay.
 - d. Enter the following remarks as appropriate:
 - (1) Enlisted in the United States Marine Corps/Reserve.
 - (2) Reenlisted in U. S. Marine Corps/Reserve.

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- (3) Is undecided about reenlistment.
 - (4) Accepted Regular Commission/Warrant.
 - (5) Not available for signature.
 - (6) Separatee refused to sign form.
 - (7) Good Conduct Medal period commences (6-digit numerical date).
 - (8) Certain Marine Corps orders require entries to be made under "Remarks." Ensure that those appropriate entries are made.
- e. The following notations will be made for Marines who are released or separated from active duty training under 10 U. S. Code, 511(d), formerly "Reserve Forces Act of 1955 a Reserve special enlistment program."
- (1) "Res Spl Enl Prog"
 - (2) "Not a Final Discharge"
- f. When a discharge has been upgraded, the DD Form 214 will be annotated on copies 2 through 8 in Block 18 to indicate the character of service has been upgraded; the date the application for upgrade was made; and the effective date of the corrective action.
19. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State and ZIP Code). Information for this item shall be obtained by interview with the Marine being separated. The Marine's complete home address, that is, the place where he/she intends to reside permanently following separation, shall be entered in this item.
20. MEMBER REQUESTS COPY 6 BE SENT TO THE STATE DIRECTOR OF VETERANS AFFAIRS. Complete by entering an "X" in the "YES" or "NO" block of this item. If "Xed" in the "YES" block, complete by entering the state name or abbreviation of the state in the space provided.
21. SIGNATURE OF PERSON BEING SEPARATED. The signature of the Marine being separated should be signed with a black ink ballpoint pen to ensure that all copies bear a legible signature. If not available for signature or if the Marine refuses to sign, enter "See Remarks." In item 18, "REMARKS", a brief statement will be inserted indicating that the separatee was unavailable or refused to sign the form. In the event a continuation sheet is utilized, the Marine's signature, date, and the authorizing official's signature is required.
22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICER AUTHORIZED TO SIGN. A black ink ballpoint pen will be used to ensure that a legible signature appears on all copies. Each copy must contain a legible signature before distribution is accomplished. In the event a continuation sheet is utilized, the Marine's signature, date, and the authorizing official's signature is required.
23. TYPE OF SEPARATION. Enter one of the following:
- Discharged.
 - Transferred to Marine Corps Reserve.
 - Transferred to Fleet Marine Corps Reserve.
 - Temporarily retired.
 - Retired.

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Released from active duty.

Released from initial tour of active duty for training (in the case of reservists assigned to a Reserve special enlistment program).

24. CHARACTER OF SERVICE. Enter in capital letters the appropriate entry which represents the character of service. For Marine officers the "Character of Service" will be HONORABLE unless otherwise indicated by the Commandant of the Marine Corps (Code MMSR) and (Code MMOA) in orders directing the discharge, retirement or release from active duty. The "Character of Service" for enlisted Marines may be:

HONORABLE
UNDER HONORABLE CONDITIONS (GENERAL)
UNDER CONDITIONS OTHER THAN HONORABLE
BAD CONDUCT DISCHARGE
DISHONORABLE DISCHARGE

The "Character of Service" for enlisted Marines who are not discharged at the time of separation but are assigned or transferred to the Reserve, or released from initial tour of active duty for training in the case of reservists assigned to a Reserve special enlistment program, will be determined by the average of conduct and proficiency markings assigned during current tour of active duty, applying the same criteria as if the Marine were being discharged. These average marks will be entered on NAVMC 118(23), (Markings Page), in the service record book of the enlisted Marine being transferred to the Reserve or released from initial tour of active duty for training; average marks will not be entered for enlisted Marines being retired. In any case where doubt exists as to the correct "Character of Service" to be recorded, instructions shall be requested from the Commandant of the Marine Corps (Code MMSR). When a discharge has been upgraded, a new DD FORM 214 will be issued, in block 18 of copies 2 through 8 a remark will be made indicating that the "Character of Service" has been upgraded, the date the application for upgrade was made, and the effective date of the corrective action.

SPECIAL ADDITIONAL INFORMATION (Items 23 through 30)

6. General. The Department of Defense has redesigned the DD FORM 214 series and has directed all military departments to revise and reissue their procedures on the preparation and distribution. These procedures record and report the transfer or separation of military personnel from a period of active duty and will provide:

a. The military services with a source of information relating to military personnel for administrative purposes, and for making determinations of eligibility for enlistment or reenlistment.

b. The service member with a brief, clear-cut record of the member's active service with the Armed Forces at the time of transfer, release or discharge, or when the member changes status or component while on active duty.

c. Appropriate governmental agencies with an authoritative source of information which they require in the administration of Federal and State laws applying to personnel who have been discharged, otherwise released, or transferred to a Reserve component of the military services.

In order to achieve the desired results, DoD has established a Data Standard of Separation Program Designators (SPD's). These standards provide a 3-position alpha code which generally defines for DoD the authority and reason for separation from a period of active service. The DoD standard codes were expanded by the Marine Corps to a four-position alphanumeric code to more specifically define a particular program or separation authority and to identify the character of separation. Such a procedure enables the Marine Corps to be responsive

to DoD reporting requirements regarding separation data, yet permits the Marine Corps to more precisely isolate or identify past programs or authorities associated with separations. Notwithstanding the code assigned, Department of Defense has directed that separation program designators (SPD's) be restricted from release to nongovernmental organizations. To preclude the unauthorized release of separation information, items 23 through 30 will only be recorded on copies 2, 4, 7, and 8 of the form. The original (copy 1) provided to the member does not contain any of the special additional information (separation data). If the member desires separation data, block 30 of the form is initialed by the member, and copy number 4 of the form is presented to the member in response to the request.

7. Officer

a. Regardless of the type of separation shown in item 23, the Commandant of the Marine Corps (Code MMSR) or (Code MMOA) (for officers released from active duty) will provide the specific citation for completion of item 28 of the form. The Separation Program Designators (SPD's) (Separation Codes) which apply only to officers are not cited in this instruction; however, SPD's which may be applicable to either officer or enlisted Marines are shown by category of separation.

b. For Marine officers dismissed pursuant to sentence of general courts-martial or dropped from the rolls in accordance with either Section 1161 or 6408 of Title 10, U.S. Code, the specific citation will be provided by the Commandant of the Marine Corps (Code MMSR); however, the authority is for reporting the unit diary entry and a DD Form 214 WILL NOT BE PREPARED. (See subparagraph 11001.3g).

3. Enlisted

a. DoD standards for recording separation information is a broad-based 3-position alpha code which defines the category of separation as being a discharge, release, retirement or a transfer to the Fleet Reserve. By changing the initial letter of the DoD standard code, reading from left to right, the separation is further defined as being a voluntary or involuntary action on the part of the separatee or whether a board action did or did not occur in effecting the separation. For example, a Marine may be discharged as a conscientious objector, the separation may be a voluntary or an involuntary action on the part of the separatee. To identify each situation, the following codes were assigned:

KCM - Conscientious Objector (Voluntary Discharge)

JCM - Conscientious Objector (Involuntary Discharge)

(1) The fourth position of the code may be an alpha or a numeric character used as a Marine Corps unique to identify a specific program, class, or group of separations within the broad DoD standard category. For example, "KGM" is a broad base DoD standard category for "Voluntary Discharge to accept Commission or Warrant in same Branch of Service." This code has been further defined by assigning a Marine Corps unique numeric character which identifies that the acceptance of an appointment to commission or warrant was in the Marine Corps or the Marine Corps Reserve as follows:

KGM1 - Accepted Appointment in USMC

KGM2 - Accepted Appointment in USMCR

(2) To assist separation activities in identifying and recording the proper Separation Authority, Separation Code and the Narrative Reason for Separation, the specific paragraph authorities are sequentially listed by

Item

paragraph number within each of the categories of separation shown for item 28 (Narrative Reason for Separation). Once the type of separation is established, i.e., discharge, transfer to Marine Corps Reserve, transfer to Fleet Marine Corps Reserve, etc., the Separation Authority (Item 25); Separation Code (Item 26 - Separation Program Designator) and Narrative Reason for Separation (Item 28) are furnished for Marine officers or are available from the combination table of date reflected for completion of item 28, below.

25. SEPARATION AUTHORITY. The separation authority is the appropriate paragraph authority cited from other chapters of this Manual which by law or agreement permits the Marine Corps to separate an individual from a term of service with the Marine Corps or Marine Corps Reserve. Enter the abbreviation "MARCORSEPMAN" and the specific paragraph authority for the type of separation being accomplished and referred in the combination table for item 28, below.
26. SEPARATION CODE. The separation code (Separation Program Designator) is a 4-position alphanumeric code which reflects the specific authority for the type of separation being accomplished as provided by CMC (Codes MMSR or MMOA) or referenced in the combination table for item 28, below.
27. REENLISTMENT CODE. The below-listed codes are to provide specific information concerning eligibility for reenlistment in the Marine Corps. Complete by entering for Marine officers "N/A" or for enlisted Marines the appropriate code as shown below:

REENLISTMENT CODES

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
(b)(2)High	Recommended & Eligible	No Restriction to Reenlistment. Meets all prerequisites; to include women Marines discharged while pregnant who would otherwise be eligible.
	Transfer to FMCR	Recommended & Eligible for reenlistment at time of transfer to FMCR.
	Retired	Not eligible for reenlistment. For Disability, assign RE-3P.
	Transferred to FMCR	Not eligible for reenlistment at time of transfer to FMCR.
	Failure to meet general technical score prerequisite. Assign when single disqualifying factor only.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. SRB entry must be signed by the individual Marine. CMC authority required for reenlistment.
	This code assigned when not eligible and disqualifying factor not covered by any other code, or when there is a military or civil record of inservice drug involvement.	SRB entry required stating reason for assignment. SRB entry must be signed by the individual Marine. CMC authority required for reenlistment.
	When directed by CMC	SRB entry required stating reason for assignment. SRB entry must be signed by the individual Marine. CMC authority required to reenlist.

REENLISTMENT CODES

Code	When Assigned	Remarks
(b)(2)High	Failure to meet educational standards. Assign when single disqualifying factor only.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. SRB entry must be signed by the individual Marine. CMC authority required for reenlistment.
	Failure to complete recruit training.	SRB entry required stating reason for assignment. CMC authority required for reenlistment.
	Hardship discharge.	Assign when discharged pursuant to MARCORSEPMAN, par. 6014. CMC authority required for reenlistment.
	When directed by CMC. Failure to extend/reenlist a sufficient length of time to complete the prescribed tour upon receipt of orders to unaccompanied overseas duty, DI duty and other tours of duty or assignments.	SRB entry required stating reason for assignment. SRB entry signed by the individual Marine. CMC authority required for reenlistment.
	Failure to meet physical (medical) standards.	Recommended by CO upon removal of disqualifying factor. CMC authority required for reenlistment; to include women Marines in an entry level training status who are discharged by reason of medical disqualification based on pregnancy.
	Not recommended for reenlistment.	SRB entry required stating reason for assignment. SRB entry must be signed by the individual Marine.

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28. NARRATIVE REASON FOR SEPARATION. The narrative reason for separation is a brief statement describing the Marine's service and the circumstances of the termination. In this respect, this Manual contains the Marine Corps authority for separation reflected as the "MARCORSEPMAN" specific paragraph authority (item 25), an abbreviated or coded separation code form of the same authority (item 26) and finally a brief narrative statement of the circumstance of termination.

a. If the "Type of Separation" in item 23 is "Discharged," the separation authority (item 25), separation code (item 26) as well as the narrative reason for separation (item 28) will be as reflected in the following combination table:

Separation Authority Item 25:	Narrative Reason for Separation - Item 28:	Separation Code Item 26:
MARCORSEPMAN 6009	Expiration of Enlistment	(b)(2)High
MARCORSEPMAN 6011	Phys dsabl, w/sev pay	
MARCORSEPMAN 6011	Phys dsabl, w/sev pay, existed prior to serv but aggravated by serv	
MARCORSEPMAN 6011	Phys dsabl, EPTE (PEB) dsabl revealed by Mar dur enl processing and wvd by AFEEs or higher HQ.	
MARCORSEPMAN 6011	Phys dsabl, EPTE (PEB) dsabl unknown by Mar but detected and waived by AFEEs or higher HQ.	(b)(2)High

Separation Authority Item 25:	Narrative Reason for Separation - Item 28:	Separation Code- Item 26:
MARCORSEPMAN 6011	Phys dsabl, EPTE (PEB) for any reason not falling within purview of JFM1 or JFM2	(b)(2)Hig
MARCORSEPMAN 6011	Phys dsabl, EPTE (MED BD) dsabl revealed by Marine during enlistment processing and waived by AFEES or higher HQ	
MARCORSEPMAN 6011	Phys dsabl, EPTE (MED BD) dsabl unknown to Mar but detected and waived by AFEES or higher HQ	
MARCORSEPMAN 6011	Phys dsabl, EPTE (MED BD) for any reason not falling within the purview of JFN1 or JFN2	
MARCORSEPMAN 6011	Phys dsabl, w/o sev pay existed prior to service and not aggravated by service	
MARCORSEPMAN 6011	Phys dsabl, w/o sev pay existed prior to serv aggravated by serv but less than 6 mos serv	
MARCORSEPMAN 6012.1a	To attend college/vocational school	
MARCORSEPMAN 6012.1a	Marine Corps order applicable to all members of a class	
MARCORSEPMAN 6012.1a	Discharged for immediate reenlistment (MECEP)	
MARCORSEPMAN 6012.1b	Accepted Appointment in USMC	
MARCORSEPMAN 6012.1b	Accepted Appointment in USMCR	
MARCORSEPMAN 6012.1b	Accepted Appointment in another service	
MARCORSEPMAN 6012.1c	Voluntary discharge by reason of pregnancy	
MARCORSEPMAN 6012.1d	National Health, Safety or Interest	
MARCORSEPMAN 6012.1e	Erroneous enl - (MED BD) detm that a Marine failed to meet required physical standards for enlistment. Marine was not aware of defect and defect was not detected or waived by AFEES	
MARCORSEPMAN 6012.1e	Erroneous enlistment - excessive number of dependents	
MARCORSEPMAN 6012.2a(1)		
MARCORSEPMAN 6012.2a(2)		
MARCORSEPMAN 6012.1e	Erroneous enlistment - preservice juvenile record	
MARCORSEPMAN 6012.2a(3)		
MARCORSEPMAN 6012.1e	Erroneous enlistment - failure to meet educational standards necessary for enlistment	
MARCORSEPMAN 6012.2a(4)		
MARCORSEPMAN 6012.1e	Erroneous enlistment - preservice drug use	
MARCORSEPMAN 6012.2a(5)		
MARCORSEPMAN 6012.1e	Erroneous enlistment - when it is detm a woman was pregnant at the time of enlistment and she did not know she was pregnant	
MARCORSEPMAN 6012.1e	Erroneous enlistment - when it is established a Mar did not receive a program/option/grade for which he/she enl/reenl	
MARCORSEPMAN 6012.1e	Erroneous enlistment - when it is established a Mar was erroneously promised an enl/reenl bonus in excess of the amt to which he/she was entitled	
MARCORSEPMAN 6012.1e	Erroneous entry - for any reason not falling within purview of JFC1 through JFC	
MARCORSEPMAN 6012.1f(1)	To enter public office	
MARCORSEPMAN 6012.1f(2)	Medical Board determination of obesity	
MARCORSEPMAN 6012.1f(3)	Repeated below average/substandard markings on fitness reports	
MARCORSEPMAN 6012.1f(4)	Substandard behavior	
MARCORSEPMAN 6012.1f(6)	Individual request based on family circumstances	
MARCORSEPMAN 6012.1f(7)	Discharge because of a physical condition which is not disabling - involuntary	
MARCORSEPMAN 6012.1f(7)	Discharge because of a physical condition which is not disabling (Pseudofolliculitis-Barbae)	

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Separation Authority Item 25:	Narrative Reason for Separation - Item 28:	Separation Code- Item 26:
MARCORSEPMAN 6012.1f(8)	Allergic to clothing material	(b)(2)High
MARCORSEPMAN 6012.1f(9)	Discharged pursuant to the recommendation of a board	
MARCORSEPMAN 6012.1f(10)	Discharged because of travel/motion sickness	
MARCORSEPMAN 6012.1f(11)	Ordained as a minister	
MARCORSEPMAN 6012.1f(12)	Not physically qualified to be commissioned	
MARCORSEPMAN 6012.1f(13)	Disenrolled from an officer candidate program	
MARCORSEPMAN 6012.1f(15)	Assigned an erroneous higher grade upon reenlistment	
MARCORSEPMAN 6012.1f(16)	Disqualified because of height increase subsequent to enlistment	
MARCORSEPMAN 6012.1f(17)	Erroneously delivered punitive discharge	
MARCORSEPMAN 6012.1f(18)	Discharged to take final vows in a religious order	
MARCORSEPMAN 6012.1f(19)	Writ of habeas corpus	
MARCORSEPMAN 6012.1f(20)	Discharged due to being twice failed of selection for promotion to staff sergeant - voluntary	
MARCORSEPMAN 6012.1f(21)	Discharged due to reduction in grade from staff sergeant to sergeant or below	
MARCORSEPMAN 6012.1g	Discharged voluntarily when directed by the Secretary of the Navy	
MARCORSEPMAN 6012.1g	Discharged involuntarily when directed by the Secretary of the Navy	
MARCORSEPMAN 6012.1g	Directed by the Secretary of the Navy to correct official records	
MARCORSEPMAN 6012.1h	For immediate reenlistment	
MARCORSEPMAN 6012.1h	For immediate reenlistment with less than 2 years obligated service remaining	
MARCORSEPMAN 6012.1i	Enlisted in Hospital Corps USN	
MARCORSEPMAN 6012.1j	Inability to perform prescribed duties, repetitive absenteeism or nonavailability for worldwide assignment as a result of parenthood	
MARCORSEPMAN 6012.1k	Religious Program Specialist (Chaplain's Assistant)	
MARCORSEPMAN 6012.3a	Discharged because of prolonged family separation	
MARCORSEPMAN 6012.5	Marine Corps Expeditious Discharge Program - circumstances	
MARCORSEPMAN 6012.6	Returned from overseas duty with limited service remaining	
MARCORSEPMAN 6012.7	Conscientious Objector - voluntary discharge	
MARCORSEPMAN 6012.7	Conscientious Objector - involuntary discharge	
MARCORSEPMAN 6012.7	Sole Surviving Member	
MARCORSEPMAN 6014	Hardship	
MARCORSEPMAN 6014	Dependency	
MARCORSEPMAN 6015	Minority	
MARCORSEPMAN 6016.1a	Unsuitability - Inaptitude (Admin. Board)	
MARCORSEPMAN 6016.1a	Unsuitability - Inaptitude (w/o Admin. Board)	
MARCORSEPMAN 6016.1b	Unsuitability - Personality Disorders (Admin. Board)	
MARCORSEPMAN 6016.1b	Unsuitability - Personality Disorders (w/o Admin. Board)	
MARCORSEPMAN 6016.1c	Unsuitability - Financial Irresponsibility (Admin. Board)	
MARCORSEPMAN 6016.1c	Unsuitability - Financial Irresponsibility (w/o Admin. Board)	

Separation Authority Item 25:		Narrative Reason for Separation - Item 28:	Separation Code- Item 26:
MARCORSEPMAN	6016.1d	Unsuitability - Apathy, Defective Attitude or Inability to Expend Effort Constructively (Admin. Board)	(b)(2)High
MARCORSEPMAN	6016.1d	Unsuitability - Apathy, Defective Attitude or Inability to Expend Effort Constructively (w/o Admin. Board)	
MARCORSEPMAN	6016.1e	Unsuitability - Alcohol Abuse (Admin. Board)	
MARCORSEPMAN	6016.1e	Unsuitability - Alcohol Abuse (w/o Admin. Board)	
MARCORSEPMAN	6016.1f	Unsuitability - Homosexual Tendencies (Admin. Board)	
MARCORSEPMAN	6016.1f	Unsuitability - Homosexual Tendencies (w/o Admin. Board)	
MARCORSEPMAN	6016.1g	Unsuitability - Personal Drugs (Admin. Board)	
MARCORSEPMAN	6016.1g	Unsuitability - Personal Drugs (w/o Admin. Board)	
MARCORSEPMAN	6016.1h	Unsuitability - Unsanitary Habits (Admin. Board)	
MARCORSEPMAN	6016.1h	Unsuitability - Unsanitary Habits (w/o Admin. Board)	
MARCORSEPMAN	6017.2a	Misconduct - Homosexual Class II (w/o Admin. Board)	
MARCORSEPMAN	6017.2a	Misconduct - Homosexual Class III (Admin. Board)	
MARCORSEPMAN	6017.2a	Misconduct - Homosexual Class III (w/o Admin. Board)	
MARCORSEPMAN	6017.2a	Misconduct - Sexual Perversion (Admin. Board)	
MARCORSEPMAN	6017.2a	Misconduct - Sexual Perversion (w/o Admin. Board)	
MARCORSEPMAN	6017.2b	Misconduct - Frequent Involvement (Admin. Board)	
MARCORSEPMAN	6017.2b	Misconduct - Frequent Involvement (w/o Admin. Board)	
MARCORSEPMAN	6017.2c	Misconduct - Shirking (Admin. Board)	
MARCORSEPMAN	6017.2c	Misconduct - Shirking (w/o Admin. Board)	
MARCORSEPMAN	6017.2d	Misconduct - Drug Abuse (Admin. Board)	
MARCORSEPMAN	6017.2d	Misconduct - Drug Abuse (w/o Admin. Board)	
MARCORSEPMAN	6017.2e	Misconduct - Chronic Default (Admin. Board)	
MARCORSEPMAN	6017.2e	Misconduct - Chronic Default (w/o Admin. Board)	
MARCORSEPMAN	6017.2f	Misconduct - Failure to Contribute (Admin. Board)	
MARCORSEPMAN	6017.2f	Misconduct - Failure to Contribute (w/o Admin. Board)	
MARCORSEPMAN	6017.3a	Misconduct - Prolonged Absence Not Terminated (Admin. Board)	
MARCORSEPMAN	6017.3a	Misconduct - Prolonged Absence not Terminated (w/o Admin. Board)	
MARCORSEPMAN	6017.3b	Miscon w/Admin Dis Bd - FrdEnl - When detm that a Mar failed to meet reqr phys standards, was aware of defect, did not reveal it on enl docu and defect was not detected or wvd by AFEES or higher HQ.	
MARCORSEPMAN	6017.3b	Miscon w/o Admin Dis Bd - FrdEnl - when it is detm a Mar failed to meet reqr phys standards, was aware of the defect, did not reveal it on enl docu and defect was not detected or wvd by AFEES or higher HQ.	

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Separation Authority Item 25:	Narrative Reason for Separation - Item 28:	Separation Code- Item 26:
MARCORSEPMAN 6017.3b	Miscon w/Admin Dis Bd - FrdEnl - Failure of a Mar to reveal true dependency status	(b)(2)High
MARCORSEPMAN 6017.3b	Miscon w/o Admin Dis Bd - FrdEnl - Failure of a Mar to reveal true dependency status	
MARCORSEPMAN 6017.3b	Miscon w/Admin Dis Bd - FrdEnl - Failure of a Mar to reveal preservice involvement w/civil authorities	
MARCORSEPMAN 6017.3b	Miscon w/o Admin Dis Bd - FrdEnl - Failure of a Mar to reveal preservice involvement w/civil authorities	
MARCORSEPMAN 6017.3b	Miscon w/Admin Dis Bd - FrdEnl - when it is detm a Mar altered his/her educ rec for enl	
MARCORSEPMAN 6017.3b	Miscon w/o Admin Dis Bd - FrdEnl - When it is detm a Mar altered his/her educ rec for enl	
MARCORSEPMAN 6017.3b	Miscon w/Admin Dis Bd - FrdEnl - Failure to reveal preservice drug use	
MARCORSEPMAN 6017.3b	Miscon w/o Admin Dis Bd - FrdEnl - Failure of a Mar to reveal preservice drug use	
MARCORSEPMAN 6017.3b	Miscon w/Admin Dis Bd - FrdEnl - Failure of a WM to reveal on her enl docu that she was pregnant and such fact was not detected at AFES.	
MARCORSEPMAN 6017.3b	Miscon w/o Admin Dis Bd - FrdEnl - Failure of a WM to reveal on her enl docu that she was pregnant and such fact was not detected at AFES.	
MARCORSEPMAN 6017.3b	Miscon w/Admin Dis Bd - FrdEnl - Failure to reveal prior serv in any Br of the Armed Forces	
MARCORSEPMAN 6017.3b	Miscon w/o Admin Dis Bd - FrdEnl - Failure of a Mar to reveal prior serv in any Br of the Armed Forces	
MARCORSEPMAN 6017.3b	Miscon w/Admin Dis Bd - FrdEnl - for any reason not falling w/in purview of GKG1 through GKG7	
MARCORSEPMAN 6017.3b	Miscon w/o Admin Dis Bd - FrdEnl - for any reason not falling w/in the purview of JKG1 through JKG7	
MARCORSEPMAN 6017.3c	Misconduct - Conviction by Civil Authorities (Admin. Board)	
MARCORSEPMAN 6017.3c	Misconduct - Conviction by Civil Authorities (w/o Admin. Board)	
MARCORSEPMAN 6019	Sentence of General Courts-Martial - Desertion	
MARCORSEPMAN 6019	Sentence of General Courts-Martial (other than desertion or homosexual)	
MARCORSEPMAN 6019	Sentence of Special Courts-Martial - Desertion	
MARCORSEPMAN 6019	Sentence of Special Courts-Martial - other than desertion	
MARCORSEPMAN 6019	Sentence of General Courts-Martial - Homosexual Class I	
MARCORSEPMAN 6019	Sentence of General Courts-Martial - Homosexual Class II	
MARCORSEPMAN 6021	Clemency	
MARCORSEPMAN 6021	To escape trial by Courts-Martial	
MARCORSEPMAN 7026	Alien	
MARCORSEPMAN 10402	Physical disability without severance pay (not in line of duty)	
MARCORSEPMAN 10405	Personality Disorders - determined by a medical board	
MARCORSEPMAN 10406	Not physically qualified to be commissioned	

b. If the "Type of Separation" in item 23 is "Transfer to Marine Corps Reserve," the separation authority (item 25), separation code (item 26) as well as the narrative reason for separation (item 28) will be as follows:

<u>Separation Authority Item 25:</u>	<u>Narrative Reason for Separation - Item 28:</u>	<u>Separation Code- Item 26:</u>
MARCORSEPMAN 6009	Completion of required active service	(b)(2)High
MARCORSEPMAN 6012.1a	Order applicable to all members - voluntary	
MARCORSEPMAN 6012.1a	Order applicable to all members - involuntary	
MARCORSEPMAN 6012.1a	Early separation to attend college or vocational school	
MARCORSEPMAN 6012.1f	Early separation under authorized circumstances - voluntary	
MARCORSEPMAN 6012.1f	Early separation under authorized circumstances - involuntary	
MARCORSEPMAN 6012.1g	Directed by the Secretary of the Navy - voluntary	
MARCORSEPMAN 6012.1g	Directed by the Secretary of the Navy - involuntary	
MARCORSEPMAN 6012.6	Early separation upon return from overseas duty	

c. If the "Type of Separation" in item 23 is "Transfer to the Fleet Marine Corps Reserve," the separation authority (item 25), separation code (item 26) as well as the narrative reason for separation (item 28) will be as follows:

<u>Separation Authority Item 25:</u>	<u>Narrative Reason for Separation - Item 28:</u>	<u>Separation Code- Item 26:</u>
MARCORSEPMAN 9007	Transferred to the Fleet Marine Corps Reserve	(b)(2)High
MARCORSEPMAN 9007	Transfer to the Fleet Marine Corps Reserve, Reserve, Retained EAD	
MCO 1900.15B of 31 Mar 76	Released from EAD and reverted to the Fleet Marine Corps Reserve	
MARCORSEPMAN 9007	Officer reverts to enlisted and transfer to the Fleet Marine Corps Reserve	

d. If the "Type of Separation" in item 23 is "Temporarily Retired," the separation authority (item 25), separation code (item 26) as well as the narrative reason for separation (item 28) will be as follows:

<u>Separation Authority Item 25:</u>	<u>Narrative Reason for Separation - Item 28:</u>	<u>Separation Code- Item 26:</u>
MARCORSEPMAN 10301	Placed on Temporary Disability Retired List	(b)(2)High

e. If the "Type of Separation" in item 23 is "Retired," the separation authority (item 25), separation code (item 26) as well as the narrative reason for separation (item 28) will be as follows:

<u>Separation Authority Item 25:</u>	<u>Narrative Reason for Separation - Item 28:</u>	<u>Separation Code- Item 26:</u>
MARCORSEPMAN 9003	Retired	(b)(2)High
MARCORSEPMAN 9003	Retired from the Fleet Marine Corps Reserve	
MARCORSEPMAN 10201	Permanently retired by reason of physical disability	

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f. If the "Type of Separation" in item 23 is "Released from Active Duty," the separation authority (item 25), separation code (item 26) as well as the narrative reason for separation (item 28) will be as follows:

Separation Authority Item 25:	Narrative Reason for Separation - Item 28:	Separation Code Item 26:
MARCORSEPMAN 6009	Completion of active obligated service USMCR	(b)(2)High
MARCORSEPMAN 6012.1a	Early separation to attend college or vocational school	
MARCORSEPMAN 6012.6	Early separation overseas returnee	

g. If the "Type of Separation" in item 23 is "Release from Initial Tour of Active Duty for Training," the separation authority (item 25), separation code (item 26) as well as the narrative reason for separation (item 28) will be as follows:

Separation Authority Item 25:	Narrative Reason for Separation - Item 28:	Separation Code Item 26:
MARCORSEPMAN 6009	Expiration of Reserve special enlistment program (IADT)	(b)(2)High

h. If the "Type of Separation" in item 23 is "Void Enlistment," the separation authority (item 25), separation code (item 26) as well as the narrative reason for separation (item 28) will be as follows:

Separation Authority Item 25:	Narrative Reason for Separation - Item 28:	Separation Code Item 26:
MARCORSEPMAN 6012.1e or 6012.2 or 6017.3b	Lack of jurisdiction - when it is detm a Mar was enl through recruiter misfeasance and he/she is subsequently dis as a result	(b)(2)High
MARCORSEPMAN 7024	Lack of jurisdiction - statutorily void enl.	

29. TIME LOST. This item applies only to the current tour of active duty. Complete by recording, each period of lost time, the number of days time within parenthesis followed by inclusive dates; e.g., "(12) 790201 - 790212." The item will not be left blank, if there is no period to report, enter "None."

30. MEMBER REQUESTED COPY 4. If the separatee desires the statutory or regulatory authority for separation, reenlistment eligibility code, SPD Code and the narrative reason for separation, he/she so requests by initialing Block 30. Copy No. 4 will be physically delivered to the separatee prior to departure from the separation activity.

9. Distribution Instructions. Distribution of the DD FORM 214 and 215 will be made as indicated below. To provide for timely distribution of copy number 6, the mailing addresses of the State Directors of Veterans Affairs are provided in subparagraph 11002.11, below.

a. DD FORM 214

(1) Copy No. 1 (Original). Will be physically delivered to the Marine upon separation. If unavailable at time of separation, the form will be mailed to the Marine to arrive on the effective date of separation/transfer.

- a. Discharged Alien Deserters. Enter place of birth in item 18 and provide one reproduced copy to:

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U.S. DEPARTMENT OF STATE, Visa Office - SCA/VO
State Annex No. 2
Washington, D.C. 20520

(2) Copy No. 2 (SRB/OQR or HQMC)

- a. Marines discharged or retired. Place in closed-out SRB or OQR prior to forwarding in accordance with MCO P1070.12C, IRAM, table 4-1.
- b. Marines released or transferred to the Marine Corps Reserve. Forward this copy to CMC (Code MSRB-20)
- c. Marines who are immediately reenlisted. Attach this copy to the Reenlistment Contract and forward in accordance with MCO P1070.12C, IRAM, table 4-2, rule 4, column c.

(3) Copy No. 3

- a. Marines who are immediately reenlisted. Insert this copy as a document in the service record book.
- b. Marines who are being separated and transferred to a VA hospital. A reproduced copy will accompany the photostatic copies of the clinical and treatment records forwarded to that hospital.
- c. Marines who have completed VA FORM 21-526e, Veterans Application for Compensation or Pension at Separation from Service. A reproduced copy will accompany the photostatic or typewriter copies of the health record (less cover) when they are forwarded to the VA Regional Office having jurisdiction over the member's permanent address. Stress to the Marine who plans to apply for veterans' compensation or pension that faster processing generally may be expected if application is completed at time of separation. See subparagraph 11002.10 for jurisdiction and addresses.
- d. In all cases excluding immediate reenlistment, this copy is to be forwarded to the Veterans' Administration, Data Processing Center (214), 1615 East Woodward Street, Austin, Texas 78772.

(4) Copy No. 4

- a. Will be physically delivered to the Marine upon separation if the Marine has so requested by having initialed item 30 of the form.
- b. If the Marine has not requested this copy, it will be inserted as a document in the service record, to be available in case the Marine requests a copy later.

(5) Copy No. 5

- a. Forward this copy to the U.S. Department of Labor, Unemployment Insurance Systems Design Center, P. O. Box 44246, Capital Station, Baton Rouge, Louisiana 70804.

(6) Copy No. 6

- a. If the Marine has "Xed" the yes block in item 20 and indicated the appropriate state, then this copy will be forwarded to the Director of Veterans Affairs for the state stipulated. Mailing addresses for the Veterans Affairs offices are provided in subparagraph 11002.11, below. If this copy is not utilized for the above purpose it should be destroyed.

MARINE CORPS SEPARATION AND RETIRMENT MANUAL

(7) Copy No. 7

- a. For a Marine discharged while in an Appellate Leave Status, forward this copy to the Marine Corps Finance Center (Code CPJ-1), Kansas City, Missouri 64197.
- b. In all other cases. Forward this copy directly to the Reserve unit closest to the Marine's future address.

(8) Copy No. 8

- a. Marines being transferred to inactive duty whose records will be forwarded to Marine Corps Reserve Forces Administrative Center, (MCRFAC), 1500 East 95th Street, Kansas City, Missouri 64131. Insert this copy as a document in the SRB or OQR for concurrent forwarding.
- b. In all other cases. This copy is not utilized and will be destroyed.

10. Jurisdiction and addresses of Veterans' Administration Regional Offices:

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

ALABAMA
All cities and counties

Aronov Building
474 South Court Street
Montgomery, Alabama 36104

ALASKA
Entire state

Goldstein Building
Juneau, Alaska 99801

ARIZONA
All cities and counties

Federal Building
230 North First Avenue
Phoenix, Arizona 85025

ARKANSAS
All cities and counties

Federal Office Building
700 West Capital Avenue
Little Rock, Arkansas 72201

CALIFORNIA
Counties:

Inyo	San Bernardino)
Kern	San Diego)
Imperial	San Luis Obispo)
Los Angeles	Santa Barbara)
Orange	Ventura)
Riverside		

1380 S. Sepulveda Blvd.
Los Angeles, California 90073

Alpine	Modoc)
Lassen	Mono)

Veterans' Administration Center
1000 Locust Street
Reno, Nevada 89504

All other counties

49 Fourth Street
San Francisco, California 94103

CANAL ZONE
Entire Zone.

Veterans' Benefits Office
2033 M Street, N.W.
STOP 339
Washington, D. C. 20421

COLORADO
All cities and counties

Denver Federal Center
Denver, Colorado 80225

TERRITORY ALLOTTED TOVA REGIONAL OFFICE

CONNECTICUT
All cities and counties

450 Main Street
Hartford, Connecticut 06103

DELAWARE
All cities and counties

1601 Kirkwood Highway
Wilmington, Delaware 19899
(Mailing address: P.O. Box 1266)

DISTRICT OF COLUMBIA
Entire District

Veterans' Benefits Office
2033 M Street, N. W.,
STOP 339
Washington, D.C. 20421

FLORIDA
All cities and counties

P. O. Box 1437
St. Petersburg, Florida 33731

GEORGIA
All cities and counties

441-449 W. Peachtree St., N.E.,
Atlanta, Georgia 30308

GUAM AND HAWAII
Entire islands

680 Ala Moana Blvd.
Honolulu, Hawaii 96801
(Mailing Address: P.O. Box 3198)

IDAHO
All cities and counties

Fifth and Fort Streets
Boise, Idaho 83707

ILLINOIS
All cities and counties

2030 W. Taylor Street
Chicago, Illinois 60612

INDIANA
Counties:

Lake)
La Porte)
Porter)

2030 W. Taylor Street
Chicago, Illinois 60612

All other cities and counties

36 South Pennsylvania Street
Indianapolis, Indiana 46209

IOWA
All cities and counties

Veterans' Administration Center
Des Moines, Iowa 50308

KANSAS
Counties:

Atchison	Doniphan)
Brown	Douglas)
Jackson	Leavenworth)
Jefferson	Namaha)
Johnson	Wyandotte)

Federal Building
Room 4705
1520 Market Street
St. Louis, Missouri 63103

All other counties

Veterans' Administration Center
5500 East Kellogg
Wichita, Kansas 67218

KENTUCKY
All cities and counties

1405 W. Broadway
Louisville, Kentucky 40201

LOUISIANA
All parishes

701 Loyola Avenue
New Orleans, Louisiana 70113

MAINE
All cities and counties

Veterans' Administration Center
Togus, Maine 04333

11002

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

MARYLAND

Counties:

Montgomery)
Prince Georges)

2033 M Street, N.W.,
STOP 339
Washington, D. C. 20421

All other counties

St. Paul & Fayette Streets
Baltimore, Maryland 21202

MASSACHUSETTS

Cities and towns-Bristol County:

East)
Mansfield)

Veterans' Administration Regional
Office
John Fitzgerald Kennedy Federal Bldg.,
Government Center
Boston, Massachusetts 02203

All other cities and towns in
Bristol County:

Federal Building
Kennedy Plaza
Providence, Rhode Island 02903

Cities and towns-Plymouth County:

Carver Middleboro)
Lakesville Rochester)
Marion Wareham)
Mattapoisett

Federal Building
Kennedy Plaza
Providence, Rhode Island 02903

All other cities and towns in
Plymouth County:

Veterans' Administration Regional
Office
John Fitzgerald Kennedy Federal Bldg.,
Boston, Massachusetts 02203

Counties:

Barnstable Nantucket)
Dukes)

Federal Building
Kennedy Plaza
Providence, Rhode Island 02903

All other counties

Veterans' Administration Regional
Office
John Fitzgerald Kennedy Federal Bldg.
Boston, Massachusetts 02203

MICHIGAN

All cities and counties

210 Gratiot Avenue at Library
Detroit, Michigan 48231

MINNESOTA

Counties:

Becker Norman)
Beltrami Otter Tail)
Clay Pennington)
Clearwater Polk)
Kittson Red Lake)
Lake of the Woods Roseau
Mahnomon Wilkin
Marshall

Veterans' Administration Regional
 Fargo, North Dakota 58102

All other counties

Fort Snelling
St. Paul, Minnesota 55111

MISSISSIPPI
All cities and counties

1500 East Woodrow Wilson Drive
Jackson, Mississippi 39216

MISSOURI
All cities and counties

Federal Building
Room 4705
1520 Market Street
St. Louis, Missouri 63103

MONTANA
All cities and counties

Veterans' Administration Center
Ft. Harrison, Montana 59636

NEBRASKA
All cities and counties

220 South 17th Street
Lincoln, Nebraska 68508

NEVADA
Counties:

Clark)
Lincoln)

1380 South Sepulveda Blvd.,
Los Angeles, California 90073

All other counties

1000 Locust Street
Reno, Nevada 89504

NEW HAMPSHIRE
All cities and counties

497 Silver Street
Manchester, New Hampshire 03103

NEW JERSEY
All cities and counties

20 Washington Place
Newark, New Jersey 07102

NEW MEXICO
All cities and counties

517 Gold Avenue, S. W.,
Albuquerque, New Mexico 87101

NEW YORK
Counties:

Albany	Otsego)
Bronx	Putnam)
Clinton	Queens)
Columbia	Rensselaer)
Delaware	Richmond)
Dutchess	Rockland)
Essex	Saratoga)
Franklin	Schenectady)
Fulton	Schoharie)
Greene	Suffolk)
Hamilton	Sullivan)
Kings	Ulster)
Montgomery	Warren)
Nassau	Washington)
New York	Westchester)
Orange)

252 Seventh Avenue
New York, New York 10001

Other counties

Allegany	Niagara)
Broome	Oneida)
Cattaraugus	Onondaga)
Cayuga	Ontario)
Chautauqua	Orleans)
Chemung	Oswego)
Chenango	St. Lawrence)
Cortland	Schuyler)
Erie	Seneca)

1021 Main Street
Buffalo, New York 14203

Genesee	Steuben)
Herkimer	Tioga)
Jefferson	Tompkins)
Lewis	Wayne)
Livingston	Wyoming)
Madison	Yates)
Monroe)

1021 Main Street
Buffalo, New York 14203

NORTH CAROLINA
All cities and counties

310 W. Fourth Street
Winston-Salem, North Carolina 27102

NORTH DAKOTA
All cities and counties

Veterans' Administration Center
Fargo, North Dakota 58102

OHIO
All cities and counties

1240 East 9th Street
Cleveland, Ohio 44199

OKLAHOMA
All cities and counties

Second and Court Streets
Muskogee, Oklahoma 74401

OREGON
All cities and counties

208 S. W. Fifth Avenue
Portland, Oregon 97204

PENNSYLVANIA
Counties:

Adams	Lycoming)
Berks	Mifflin)
Bradford	Monroe)
Bucks	Montgomery)
Cameron	Montour)
Carbon	Northampton)
Centre	Northumberland)
Chester	Perry)
Clinton	Philadelphia)
Columbia	Pike)
Cumberland	Potter)
Dauphin	Schuylkill)
Delaware	Snyder)
Franklin	Sullivan)
Juniata	Susquehanna)
Lackawanna	Tioga)
Lancaster	Union)
Lebanon	Wayne)
Lehigh	Wyoming)
Luzerne	York)

5000 Wissahickon Avenue
Philadelphia, Pennsylvania 19101
(Mailing Address: P. O. Box 8079)

All other counties:

Allegheny	Fulton)
Armstrong	Greene)
Beaver	Huntingdon)
Bedford	Indiana)
Blair	Jefferson)
Butler	Lawrence)
Cambria	McKean)
Clarion	Mercer)
Clearfield	Somerset)
Crawford	Venango)
Elk	Warren)
Erie	Washington)
Fayette	Westmoreland)
Forest)

1000 Liberty Avenue
Pittsburgh, Pennsylvania 15222

PHILIPPINES, Republic of the entire islands

1131 Roxas Blvd.,
Manila, Philippine Islands
(Mailing Address: APO, San Francisco 96528)

PUERTO RICO, Commonwealth of Puerto Rico, including Virgin Islands

520 Ponce de Leon Ave.,
San Juan, Puerto Rico 00901

RHODE ISLAND
All cities and counties

Federal Building
Kennedy Plaza
Providence, Rhode Island 02903

SAMOA
Entire Island

Veterans' Benefits Office
2033 M Street, N.W.,
STOP 339
Washington, D. C. 20420

SOUTH CAROLINA
All cities and counties

1801 Assembly Street
Columbia, South Carolina 29201

SOUTH DAKOTA
All cities and counties

Veterans' Administration Center
Sioux Falls, South Dakota 57101

TENNESSEE
All cities and counties

U. S. Courthouse
801 Broadway
Nashville, Tennessee 37203

TEXAS
City of:

Texarkana

Federal Office Building
700 West Capitol Avenue
Little Rock, Arkansas 72201

Counties:

Angelina	Caldwell)
Aransas	Calhoun)
Atascosa	Cameron)
Austin	Chambers)
Bandera	Colorado)
Bee	Comal)
Bexar	Crockett)
Blanco	De Witt)
Brazoria	Dimmit)
Brewster	Duval)
Brooks	Edwards)
Fort Bend	Medina)
Frio	Menard)
Galveston	Montgomery)
Gillespie	Nacogdoches)
Goliad	Newton)
Gonzales	Nueces)
Grimes	Orange)
Guadalupe	Pecos)
Hardin	Polk)
Harris	Real)
Hays	Refugio)
Hidalgo	Sabine)
Houston	San Augustine)
Jackson	San Jacinto)
Jasper	San Patricio)

515 Rusk Avenue
Houston, Texas 77061

Counties: Contd

Jefferson	Schleicher)
Jim Hogg	Shelby)
Jim Wells	Starr)
Karnes	Sutton)
Kendall	Terrell)
Kenedy	Trinity)
Kerr	Tyler)
Kimble	Uvalde)
Kinney	Val Verde)
Kleberg	Victoria)
La Salle	Walker)
Lavaca	Waller)
Liberty	Washington)
Live Oak	Webb)
Mason	Wharton)
Matagorda	Willacy)
Maverick	Wilson)
McCulloch	Zapata)
McMullen	Zavala)
Anderson	Delta)
Andrews	Denton)
Archer	Dickens)
Armstrong	Donley)
Bailey	Eastland)
Bastrop	Ector)
Baylor	Ellis)
Bell	El Paso)
Borden	Erath)
Bosque	Falls)
Bowie	Fannin)
Brazos	Fayette)
Briscoe	Fisher)
Brown	Floyd)
Burleson	Foard)
Burnet	Franklin)
Callahan	Freestone)
Camp	Gaines)
Carson	Garza)
Cass	Glasscock)
Castro	Gray)
Cherokee	Grayson)
Childress	Gregg)
Clay	Hale)
Cochran	Hall)
Coke	Hamilton)
Coleman	Hansford)
Collin	Hardeman)
Collingsworth	Harrison)
Comanche	Hartley)
Concho	Haskell)
Cooke	Hemphill)
Coryell	Henderson)
Cottle	Hill)
Crane	Hockley)
Crosby	Hood)
Culberson	Hopkins)
Dallam	Howard)
Dallas	Hudspeth)
Dawson	Hunt)
Deaf Smith	Hutchinson)

515 Rusk Avenue
Houston, Texas 77061

1400 North Valley Mills Drive
Waco, Texas 76710

Counties: Contd

Irion	Robertson)
Jack	Rockwall)
Jeff Davis	Runnels)
Johnson	Rusk)
Jones	San Saba)
Kaufman	Scurry)
Kent	Shackelford)
King	Sherman)
Knox	Smith)
Lamar	Somerville)
Lamb	Stephens)
Lampasas	Sterling)
Lee	Stonewall)
Leon	Swisher)
Limestone	Tarrant)
Lipscomb	Taylor)
Llano	Terry)
Loving	Throckmorton)
Lubbock	Titus)
Lynn	Tom Green)
Madison	Travis)
Marion	Upshur)
Martin	Upton)
McLennan	Van Zandt)
Midland	Ward)
Milam	Wheeler)
Mills	Whichita)
Mitchell	Wilbarger)
Montague	Williamson)
Moore	Winkler)
Morris	Wise)
Motley	Wood)
Navarro	Yoakum)
Nolan	Young)
Ochiltree)
Oldham)
Palo Pinto)
Panola)
Parker)
Parmer)
Potter)
Presidio)
Rains)
Randall)
Reagan)
Red River)
Reeves)
Roberts)
Robertson)

1400 North Valley Mills Drive
Waco, Texas 76710

UTAH
All cities and counties

125 South State Street
Salt Lake City, Utah 84111

VERMONT
All cities and counties

Veterans' Administration Center
White River Junction,
Vermont 05001

VIRGINIA
Cities

Alexandria

Veterans' Benefits Office
2033 M Street, N.W.,
STOP 339
Washington, D. C. 20420

Counties: Contd

Arlington)
Fairfax)

Veterans' Benefits Office
2033 M Street, N.W.,
STOP 339
Washington, D.C. 20420

All other cities and counties

211 W. Campbell Avenue
Roanoke, Virginia 24011

VIRGIN ISLANDS
(Listed under Commonwealth of
Puerto Rico)

520 Ponce de Leon Avenue
San Juan, Puerto Rico 00901

WASHINGTON
All cities and counties

Sixth and Lenora Building
Seattle, Washington 98121

WEST VIRGINIA
Counties:

Brooke Marshall)
Hancock Ohio)

1000 Liberty Avenue
Pittsburgh, Pennsylvania 15222

All other counties

502 Eighth Street
Huntington, West Virginia 25701

WISCONSIN
All cities and counties

342 N. Water Street
Milwaukee, Wisconsin 53202

WYOMING
All cities and counties

2360 East Pershing Blvd.,
Cheyenne, Wyoming 82001

11. State Directors of Veterans Affairs mailing addresses.

ALABAMA
Director
Department of Veterans Affairs
P. O. Box 1509
Montgomery, AL 36106

CALIFORNIA
Director
Department of Veterans Affairs
P.O. Box 1559
Sacramento, CA 95807

ALASKA
Director
Division of Veterans Affairs
Pouch DA
Juneau, AK 99801

COLORADO
Director
Veterans Affairs Section
Department of Social Services
1575 Sherman Street - Rm 103
Denver, CO 80203

ARIZONA
Director
Department of Economic Security
P.O. Box 6123
Phoenix, AZ 85005

CONNECTICUT
Commandant
Veterans Home and Hospital
287 West Street
Rocky Hill, CT 06067

ARKANSAS
Director
Veterans Service Office
1200 West 3rd
Little Rock, AR 72201

DELAWARE
Director
Veterans Services Division
Department of Finance
Emily P. Bissell Hospital
3000 Newport Gap Pike Bldg.,
Wilmington, DE 19808

DISTRICT OF COLUMBIA

Chief
Office of Veterans Affairs
941 N. Capitol St., N.E.,
Room 1211 F
Washington, D.C. 20421

FLORIDA

Director
Division of Veterans Affairs
P.O. Box 1437
St. Petersburg, FL 33731

GEORGIA

Director
Department of Veterans Service
Veterans Bldg., State Capitol
Atlanta, GA 30334

HAWAII

Director
Department of Social Services
Veterans Affairs Section
P.O. Box 339
Honolulu, HI 96809

IDAHO

Director
Division of Veterans Services
P.O. Box 7765
Boise, ID 83707

ILLINOIS

Director
Department of Veterans Affairs
P.O. Box 5054
126 W. Jefferson Street
Springfield, IL 62705

INDIANA

Director
Department of Veterans Affairs
707 State Office Building
100 N. Senate Bldg.,
Indianapolis, IN 46204

IOWA

Executive Secretary
Bonus Board
State Capitol
Des Moines, IA 50319

KANSAS

Executive Director
Veterans Commission Division
Department of Human Resources
701 Jackson Street
Topeka, KS 66603

KENTUCKY

Manager
Kentucky Center for Veterans
Affairs
600 Federal Place - Rm 136J
Louisville, KY 40202

LOUISIANA

Director
Department of Veterans Affairs
4th Floor, Old State Capitol
Baton Rouge, LA 70801

MAINE

Commissioner
Bureau of Veterans Services
Camp Keys
Augusta, ME 04333

MARYLAND

Director
Veterans Commission
113 Federal Bldg., - Rm G-07
31 Hopkins Plaza
Baltimore, MD 21201

MASSACHUSETTS

Commissioner of Veterans
Services
100 Cambridge St., - Rm 1002
Leverett Saltonstall Bldg.,
Boston, MA 02202

MICHIGAN

Executive Secretary
Veterans Trust Fund
3500 N. Logan St., Rm 379
Lansing, MI 48913

MINNESOTA

Commissioner
Department of Veterans Affairs
Veterans Service Building
St. Paul, MN 55155

MISSISSIPPI

Commissioner
Veterans Affairs Commission
637 North President St.,
Jackson, MS 39202

MISSOURI

Director
Division of Veterans Affairs
P.O. Drawer 147
Jefferson City, MO 65101

MONTANA

Administrator
Veterans Welfare Commission
P.O. Box 1702
Helena, MT 59601

NEBRASKA

Director
Department of Veterans Affairs
First Floor, State Capitol
Lincoln, NE 68509

NEVADA

Commissioner
Veterans Affairs
1201 Terminal Way
Reno, NV 89502

NEW HAMPSHIRE

Director
State Veterans Council
100 State House Annex
Concord, NH 03301

NEW JERSEY

Director
Division of Veterans Programs &
Special Services
143 E. State Street
P.O. Box 1237
Trenton, NJ 08608

NEW MEXICO

Director
Veterans Service Commission
P.O. Box 2324
Santa Fe, NM 87503

NEW YORK

Director
Division of Veterans Affairs
13th Floor, Empire State Plaza
Agency Building, #4
Albany, NY 12223

NORTH CAROLINA

Director
Department of Veterans Affairs
227 E. Edenton Street
Raleigh, NC 27601

NORTH DAKOTA

Commissioner
Department of Veterans Affairs
P.O. Box 1287
Fargo, ND 58102

OHIO

Chief
Division of Soldiers Claims &
Veterans Affairs
11 State House Annex
Columbus, OH 43215

OKLAHOMA

Director
Department of Veterans Affairs
P.O. Box 53067
Capitol Station
Oklahoma City, OK 73105

OREGON

Director
Department of Veterans Affairs
1225 Ferry Street, S.E.,
Salem, OR 97310

PENNSYLVANIA

Deputy Adjutant General
Office of Veterans Affairs &
Assistance
Fort Indiantown Gap
Annville, PA 17003

PUERTO RICO

Director
Veterans Office
1332 Jesus T. Pinero Avenue
Puerto Nuevo, PR 00921

RHODE ISLAND

Chief
Soldier's Welfare Services
46 Aborn Street
Providence, RI 02903

SOUTH CAROLINA

Director
Department of Veterans Affairs
227 Brown Building
1205 Pendleton Street
Columbia, SC 29201

SOUTH DAKOTA

Director
Division of Veterans Affairs
P.O. Box 298
State Capitol Building
Pierre, SD 57501

TENNESSEE

Commissioner
Department of Veterans Affairs
215 8th Avenue, North
Nashville, TN 37203

TEXAS

Director
Veterans Affairs Commission
Box 12277, Capitol Station
Austin, TX 78711

UTAH

Director
Department of Social Services
Office of Veterans Affairs
150 West North Temple
P.O. Box 2500
Salt Lake City, UT 84110

VERMONT

Director
State Veterans Affairs Section
City Hall, Main Street
Montpelier, VT 05602

VIRGINIA

Director
Division of War Veteran Claims
210 Franklin Road, S.W.,
Roanoke, VA 24011

VIRGIN ISLANDS

Director
 Department of Veterans Affairs
 P.O. Box 708
 Christiansted
 St. Croix, VI 00820

WASHINGTON

Director
 Department of Veterans Affairs
 P.O. Box 9778
 Olympia, WA 95804

WEST VIRGINIA

Director
 Department of Veterans Affairs
 612 Atlas Building
 Charleston, WV 25301

WISCONSIN

Secretary
 Department of Veterans Affairs
 77 North Dickinson Street
 Madison, WI 53702

WYOMING

No DVA

11003. PREPARATION INSTRUCTIONS FOR DD FORM 215, CORRECTION TO DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. DD FORM 215 will be prepared as follows:

a. Except for the date (item 6) and items being corrected, all identification data, including Name, Department, Component, Branch, Social Security Number and mailing address on the DD FORM 215 will be completed as they appear on the original DD FORM 214.

b. Corrections. Separation date on the DD FORM 214 being corrected is completed by entering the date in year, month and day order. The separation date is recorded in item 12b of the DD FORM 214, and should be entered in the same format. Enter under "ITEM NO." the block number of the item(s) which are to be corrected or were omitted when the DD FORM 214 was prepared and delivered to the separatee. Opposite the item number under "CORRECTED TO READ" insert the corrected or missing information required:

<u>ITEM NO</u>	<u>CORRECTED TO READ</u>
4b	E5
17	21

c. Date. Enter the date in year, month and day order. Each element of the date will consist of two digits, single digits will be prefixed by a zero.

d. Type the name, grade and title of the official authorized to sign. The authenticating officer will sign directly above the typed information utilizing a black ballpoint pen. Each copy of the DD Form 215 must contain a legible signature before distribution is accomplished.

e. Distribution Instructions. Although the general distribution instructions are reflected on the DD FORM 215, the specific Marine Corps distribution instructions are provided in subparagraph 11002.9, above. The original and copy 4, if applicable, will be forwarded to the separatee at the address shown in item 4 with

instructions that this form should be attached to the original DD FORM 214 and the Copy No. 4, if applicable. Distribution of the remaining copies of the DD FORM 215 will be the same as for the original of the DD FORM 214 when it was prepared and distributed.

11004. SAFEGUARDING SEPARATION INFORMATION

1. The DD FORM 214 and 215 are sources of significant and authoritative information used by civilian and governmental agencies for a variety of purposes such as VA benefits, reemployment rights, unemployment insurance, etc. As such, they are valuable forms, and therefore, vulnerable for fraudulent use. To preclude fraudulent use, certain features have been designed into the DD 214 and 215. Blocks 1, 3, 4, 12, and 18 through 30 of the DD FORM 214 as well as Blocks 1, 3, 5, and of the DD FORM 215 have been surprinted with security ink to make alterations readily discernible.

2. In addition to design safeguards, the following control and accounting features will be implemented by commanders of each unit or activity authorized to requisition, store and issue DD FORMS 214 and 215:

a. Will appoint a commissioned officer, warrant officer or a staff noncommissioned officer in the grade of gunnery sergeant or above to act as the agent who is responsible for the requisition, control and issue of blank DD FORMS 214 and 215.

b. The agent will approve the requisition of blank forms.

c. Verify total number of forms received against the requisition.

d. Furnish adequate storage to provide for strict security of blank forms at all times.

e. Insure that all obsolete forms are destroyed.

f. Insure that all forms discarded, including those which are blank or partially completed, and reproduced copies of the DD FORM 214, will be destroyed. No forms will be discarded intact.

g. Insure that blank forms used for educational instructional purposes, and forms maintained for such uses, are clearly voided in an unalterable manner.

h. Insure that the DD FORM 214-ws "WORKSHEET" receives the same safeguards, controls, accountability, discard and destruction procedures as the DD FORM 214 and 215.

1. The commander will monitor and periodically review the above procedures to insure compliance. In addition, the above procedures may be subject to review and evaluation for compliance by members of the Inspector General's field administrative staff.

11005. SPONSORSHIP OF DD FORM 214 SERIES

1. Department of Defense (Assistant Secretary of Defense, Manpower, Reserve Affairs and Logistics (ASD)(MRA&L)) sponsors the DD FORM 214, 214-ws and 215 which are utilized by all branches of the Armed Forces of the United States. Each service is required to promulgate preparation and distribution instruction under the guidance of Department of Defense. Deviation in format or modification of content is not authorized without prior approval of the Department of Defense. Requests to add or delete information will be coordinated with the other military services in writing, prior to submission to the ASD(MRA&L).

11006. RESPONSIBILITY FOR ASSIGNMENT OF SEPARATION PROGRAM DESIGNATORS. The standard program designator (SPD) codes for officer and enlisted personnel were developed under the direction of Department of Defense and are published in DoD Manual 5000.12-M. The Departments of the Air Force and Army have been assigned responsibility for assignment and maintenance of uniform lists and definitions of separation program designators for officer and enlisted Marines, respectively, and with providing copies of such lists to all services. Requests for additions, deletions or modifications to separation program designators shall be addressed to the Commandant of the Marine Corps (Code MSRB).

